



# Leave Administrati on

Module 10

*National Guard  
Technician Personnel Management  
Course*

# Individual Exercises



# HOURS OF DUTY



- 80 hours per two week pay period
- Work schedules/ changes made by Adjutant General in conjunction with local union(s)
- Typically (but subject to exceptions):
  - ~ Rest breaks - Paid; part of workday
  - ~ Lunch breaks - Not paid
  - ~ “Make-ready”/Clean up – paid; part of workday
  - ~ Changing/showering – not paid



# **TYPES OF LEAVE**

- Annual Leave
- Sick Leave
- Court Leave
- Excused Leave
- Leave Without Pay (LWOP)
- Military Leave
- Compensatory Time
- Enforced Leave
- Absence Without Leave (AWOL)

# ANNUAL LEAVE

***Accrual Rates:*** full-time,  
permanent employees

- 1-3 years: 4hrs/pay period
- 3-15 years: 6 hrs/pay period
- 15+ years: 8 hrs/pay
- If initial appointment is less than 90 days, no leave earned.







# **ANNUAL LEAVE**

***Accrual Rates:*** Temporary employees (after 90 days, same as full-time permanent employees)

- 1-3 years ~4 hrs/pay period
- 3-15 years ~6 hrs/pay period
- 15 + years ~8 hrs/pay period

The background of the slide features a faint, large-scale image. On the left is a statue of a Minuteman, a symbol of the United States Army. On the right is the official seal of the United States National Guard Bureau, which includes an eagle with wings spread, perched on a shield, surrounded by the words "DEPARTMENT OF THE ARMY" and "UNITED STATES AIR FORCE".

# **ANNUAL LEAVE**

***Accrual rates:*** part-time employees

- 1-3 years status ~1 hr/every 20 hrs in pay
- 3-15 years status ~1 hr/every 13 hrs in pay
- 15+ years status ~1 hr/every 10 hrs in pay



# **ANNUAL LEAVE**

## ***Some criteria/rules:***

- Service computation date (SCD) determines leave category
- Maximum annual carryover – 240 hrs
- Separated employees may be paid lump sum for unused annual leave
- May be advanced if requested in writing





# **More...ANNUAL LEAVE**

- May be taken in the pay period earned
- Public Law 93-181 provides for restoration of forfeited annual leave
- Absolute right of employee; subject to approval of the supervisor
- Can be denied based



# **SICK LEAVE**

## ***Accrual rates***

- All full-time: 4 hrs/pay period
- Part-time: 1 hr/every 20 hrs in pay status

*Note: Both categories above include temporary employees*



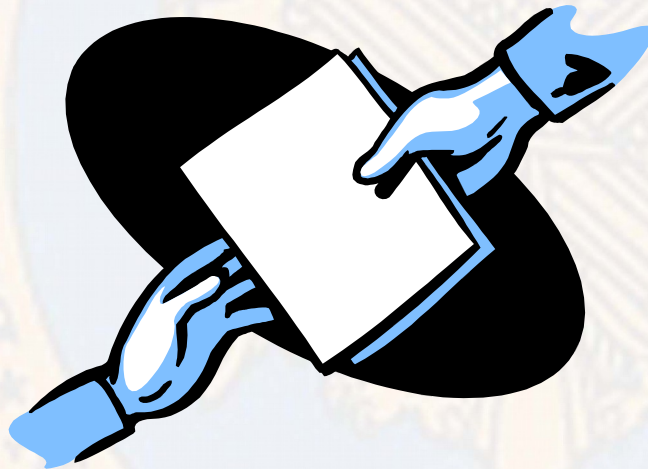


# **SICK LEAVE**

## ***Covers***

- Medical, dental, optical exams/treatments
- Personal incapacitation
- Health risk
- Family Care
  - Family Medical Leave Act (FMLA)
  - Sick Leave to Care for Family Member (SLTCFFM)
- Bereavement/Family funeral (Limited – FMLA/SLTCFFM)
- Adoption (Limited – FMLA/SLTCFFM)

# HANDOUT





# **SICK LEAVE**

## ***Some criteria/rules:***

- Unlimited carryover balance
- May be advanced
- Medical certification may be required
- May use while on Annual Leave



# **COURT LEAVE**

5 USC 6322(a)

***Covers an employee who is summoned due to a judicial proceeding, as a...***

- Juror
- Witness on behalf of a state or local government





# **EXCUSED ABSENCE**

- Also referred to as Administrative Leave
- Authorized absence for a variety of personal and other non-Technician duty reasons
- Supervisor can excuse absence of one hour or less
- TAG may grant up to 3-days per CY

# OTHER EXCUSED ABSENCE

- 5 day excused absence
  - granted to those returning from GWOT
  - authorized regardless of location
  - only 5 days authorized and must be used all at once
- Bone marrow
- Organ donor



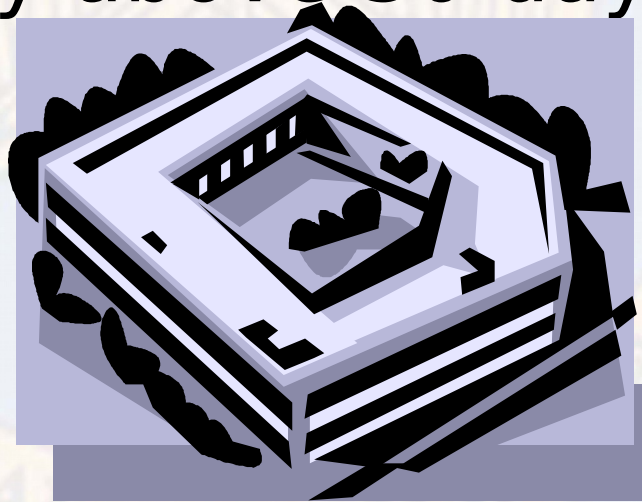


# **LEAVE WITHOUT PAY** **(LWOP) (NTE)**

- Temporary non-paid status by OPM Form 71 request
- Not a right
- 80 hours accumulated LWOP affect the employee's Annual and Sick Leave accrual within the leave year
- Service Computation Date (SCD) – Leave must be recomputed when an employee returns to duty from an aggregate LWOP of more than six months in a calendar year

# LWOP - US

- Paid leave may be used intermittently
- No harm, leave & SCD not affected.
- LWOP – US military above 30 days NOA
- Leave is prorated.





# **Military Leave**

- **15 days - 120 hours**
- **22 days - 176 hours**
- **44 days - 352 hours**



# **MILITARY LEAVE**

- Charged in hourly increments
- No same-day dual scheduling on Title 32 orders and as technicians
- Military leave is not charged on intervening non-workdays (e.g. holidays, weekends, scheduled days off)





# **MILITARY LEAVE (15 days)**

- Paid leave when ordered to active duty, inactive duty training or training
- 120 hours (15 days) each FY – permanent & temporary employees appointed for more than 1 year
- Pro-rated for part-time employees
- Annual Carryover  
120 hrs – NTE 240 hrs yearly



# **MILITARY LEAVE - 22**

## **days**

- Paid leave for aid in support of civil authorities in protection of life & property, or military duty in support of contingency operations.
- Permanent and indefinite employees only
- 22 days (176 hours) per calendar year; charged in hours
- Non-workdays/holidays not charged
- No excused absences



# **Military Leave - 44 days**

- **Operations outside the U.S.**
- **Must be on active duty without pay**
- **Orders must identify period of leave**
- **44 days (352 hrs) per calendar year charged in hours**



# **COMPENSATORY TIME**

- Time off with pay, in lieu of overtime pay
- Earned at a rate of 1 hour for 1 hour and used in increments determined by local policy
- Advance approval required
- Use within 26 pay periods of earning or forfeit



# **COMP TIME TRAVEL**

- WS employees - when travel is required on and off-duty, only the travel hours are comp time
- GS employees do get comp time for travel during regular and non-duty hours as per policy
- Technicians are not entitled to receive lump sum payment for compensatory leave. Upon separation, leave is forfeited.

# **ENFORCED LEAVE**

***Temporary status to document absences for employees...***

- Who are not ready, willing and able to perform
- Whose continued presence is undesirable or poses a threat



# **ABSENCE WITHOUT LEAVE**

## **(AWOL)**

- Without supervisor's prior knowledge/approval
- Status can change with explanation
- AWOL status NOT a disciplinary action
- Can become the basis for initiating an adverse action





# **RECORDKEEPING** **REQUIREMENTS**

***Time Cards:*** leave recorded sequentially (copies filed at unit)

***Military Leave:*** copy of orders/certificate of performance

***Court Duty:*** Letter from court

***LWOP:*** Signed OPM Form 71

***Compensatory Time:*** Documented at unit



# **TIMEKEEPER'S RESPONSIBILITIES**

- Record leave/absences
- Prepare input for Pay Office
- Submit schedule changes
- Submit time cards to pay office



# **SUPERVISOR'S RESPONSIBILITIES**



- Approve leave
- Certify time cards,  
if not official  
timekeeper
- Certify  
changes/corrections



# Individual Exercises



# Question

